



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
COUNCIL ON REAL ESTATE APPRAISERS

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PUBLIC MEETING MINUTES:	COUNCIL ON REAL ESTATE APPRAISERS
MEETING DATE AND TIME:	Tuesday, November 19, 2013 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , 2nd floor of the Cannon Building
MINUTES APPROVED:	January 21, 2014

Members Present

Georgianna Trietley, Chair, Professional Member
Brad Levering, Professional Member
Douglas Nickel, Professional Member
Lynn Baker, Professional Member
Jan Jenkins, Public Banking Member
Frank Long, Public Member

Division Staff/Deputy Attorney General

Kevin Maloney, Deputy Attorney General
Sheryl P Paquette, Administrative Specialist III

Members Absent

Ronald Mandato, Vice Chair, Professional Member
Frank Smith, Public Member

Public Present

Earl Loomis
Doug Sensabaugh
Eric Espada
Beverly Wilson

Call to Order

Ms. Trietley called the meeting to order at 9:33 a.m.

Election of Officers

Mr. Nickel made a motion, seconded by Mr. Long, to nominate Ms. Trietley as Council Chair.
By unanimous vote, the motion carried.

Mr. Levering made a motion, seconded by Mr. Long, to nominate Mr. Baker as Council Vice Chair. By unanimous vote, the motion carried.

Review and Approval of Minutes

The Council reviewed the minutes from the October 15, 2013 meeting. Mr. Baker made a motion, seconded by Mr. Long, to approve the minutes as submitted. By unanimous vote, the motion carried.

Unfinished Business

Status of Complaints

19-17-12 – Dismissed by the Division

19-02-13 – Dismissed by the Division

19-03-13 – Dismissed by the Division

19-05-13 – Dismissed by the Division

19-01-13 – Dismissed by the Division

Ms. Trietley stated the status of complaints were as listed above.

Question from Doug Sensabaugh: Do licensed appraisers need to hold an assessor license as well if they wish to perform assessments?

Ms. Trietley stated that the Council had discussed this during the May 15, 2012 meeting and the Council determined that a certified residential or general appraisal license was a higher certification and therefore, an appraiser could assess property without obtaining a certified assessor license.

New Business

New Complaints

19-09-13

19-10-13

Ms. Trietley stated that the Council received two new complaints, 19-09-13 and 19-10-13.

Ratification of Issued Licenses

Mr. Baker made a motion, seconded by Mr. Nickel, to ratify the list of licenses issued below. The motion carried unanimously.

Charity Davis, Licensed Real Property Appraiser

Nicole Constantine, Trainee

Caitlin McCain, Trainee

Edward Karabedian, Temporary Practice Permit

Casey Gill, Temporary Practice Permit

Samuel Gill, Temporary Practice Permit

Harold Perry, Temporary Practice Permit

Jeffery Allen, Temporary Practice Permit

Leslie Vasquez, Certified Assessor

Paul Flynn, Certified Assessor

Daniel H. Lesser, Temporary Practice Permit

Review of Application for Certified Assessor

None

Review of Application for Examination

Eric Espada, Trainee upgrade to CRRPA

Gregory Sachs, Trainee upgrade to CRRPA

Ms. Trietley reviewed the applications for examination of Eric Espada and Gregory Sachs and have found them complete and in order. Mr. Espada and Mr. Sachs have applied to upgrade from a trainee to a Certified Residential Real Property Appraiser. After discussion Mr. Nickel made a motion, seconded by Mr. Baker, to approve Mr. Espada and Mr. Sachs to sit for the Certified Residential Real Property Appraiser exam and approved their licenses contingent on satisfactory review of their work product. The motion carried unanimously.

Review of Application for Re-examination

None

Review of Application for Exemption

None

Reciprocity

None

Review of Hearing Officer Recommendations

Walter Brockington III

Mr. Maloney stated that the Council had been given a hearing officer recommendation for Walter Brockington III. After review and discussion, Mr. Nickel made a motion, seconded by Ms. Jenkins to adopt the hearing officer recommendation as written. The motion carried by majority with Mr. Levering opposed.

Mr. Maloney stated that he would draft an order for Mr. Brockington III.

Review and Deliberation of Consent Agreements

None

Review of Application for Temporary Practice Permit

None

Review of Experience Log

None

Approval of Continuing Education Activities

After review, Mr. Nickel made a motion, seconded by Mr. Baker, to approve the continuing education activities in the attached listing. The motion carried unanimously.

Board Order Compliance

None

Other Business before the Council (for discussion only)

Public Comment

Next Meeting

The next meeting is scheduled for January 21, 2014 at 9:30 a.m. in Conference Room A second floor, Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

Adjournment

Mr. Nickel made a motion, seconded by Mr. Long, to adjourn the meeting. There being no further business before the Council, the meeting adjourned at 10:57 a.m. The motion carried unanimously.

Respectfully submitted,



Amanda McAtee
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Council members and the public in supplementing their personal notes and recall for presentations.

4.12***CE Activities for Approval***

Course Provider/License	Course Title	Online/Classroom	Date	QE/CE Hours
Appraisal Institute	Advanced Concepts & Case Studies	classroom	TBA	38/35
Appraisal Institute	Advanced Income Capitalization	online	TBA	35/32
Appraisal Institute	Advanced Income Capitalization – Synchronous	classroom	TBA	33/30
Appraisal Institute	Advanced Market Analysis& Highest & Best Use	classroom	TBA	35/32
Appraisal Institute	Advanced Market Analysis&Highest & Best Use – Synchronous	online	TBA	35/32
Appraisal Institute	Advanced Residential Applications & Case Studies, Part 1	classroom	TBA	15/14
Appraisal Institute	Advanced Residential Report Writing, Part 2	classroom	TBA	30/28
Appraisal Institute	Appraising Condos, Co-Ops, & PUDs	classroom	TBA	7 CE
Appraisal Institute	Basic Appraisal Principles	classroom	TBA	30/28
Appraisal Institute	Basic Appraisal Procedures	classroom	TBA	30/28
Appraisal Institute	Business Practices & Ethics	classroom	TBA	4 CE
Appraisal Institute	Case Studies in Appraising Green Commercial Buildings	classroom	TBA	15/14
Appraisal Institute	Case Studies in Appraising Green Residential Buildings	classroom	TBA	8/7CE
Appraisal Institute	Complex Litigation Appraisal Case Studies	classroom	TBA	7 CE
Appraisal Institute	Condemnation Appraising: Principles & Applications	classroom	TBA	22/21 CE
Appraisal Institute	Fundamentals of Separating Real, Personal Property, & Intangible ...	classroom	TBA	15/14 CE
Appraisal Institute	General Appraiser Income Approach Part 1	classroom	TBA	30/27 QE CE
Appraisal Institute	General Appraiser Income Approach Part 2	classroom	TBA	30/27 QE CE
Appraisal Institute	General Appraiser Market Analysis and Highest & Best Use	classroom	TBA	30/28 QE CE
Appraisal Institute	General Appraiser Report Writing & Case Studies	classroom	TBA	30/28 QE CE
Appraisal Institute	General Appraiser Sales Comparison Approach	classroom	TBA	30/27 QE CE
Appraisal Institute	General Appraiser Site Valuation & Cost Approach	classroom	TBA	30/28 QE CE
Appraisal Institute	Income Approach for Residential Appraisers	classroom	TBA	7 CE
Appraisal Institute	International Financial Reporting Standards for the Real Prop. Appraiser	classroom	TBA	15/13 CE
Appraisal Institute	International Valuation Standards Overview	classroom	TBA	8/7CE
Appraisal Institute	Introduction to Green Buildings	classroom	TBA	8/7CE
Appraisal Institute	Litigation Appraising: Specialized Topics & Applications	classroom	TBA	16/15CE
Appraisal Institute	Litigation Assignments for Residential Appraisers	classroom	TBA	4CE
Appraisal Institute	Online 7-Hour National USPAP Update Course	online	TBA	7CE
Appraisal Institute	Online Advanced Internet Search Strategies	online	TBA	7CE
Appraisal Institute	Online Analyzing Operating Expenses	online	TBA	7CE
Appraisal Institute	Online Appraisal Curriculum Overview – General	online	TBA	7CE

Appraisal Institute	Online Appraisal Curriculum Overview – Residential	online	TBA	8CE
Appraisal Institute	Online Basic Appraisal Principles	online	TBA	30/28 QE CE
Appraisal Institute	Online Basic Appraisal Procedures	online	TBA	30/28 QE CE
Appraisal Institute	Online Business Practices & Ethics	online	TBA	5CE
Appraisal Institute	Online Case Studies in Appraising Green Residential Buildings	online	TBA	8/7CE
Appraisal Institute	Online Comparative Analysis	online	TBA	7CE
Appraisal Institute	Online Cool Tools: New Technology for Real Estate Appraisers	online	TBA	7CE
Appraisal Institute	Online Data Verification Methods	online	TBA	5CE
Appraisal Institute	Online FHA and the Appraisal Process	online	TBA	7CE
Appraisal Institute	Online Forecasting Revenue	online	TBA	7CE
Appraisal Institute	Online General Appraiser Income Approach Part 1	online	TBA	30/27 QE CE
Appraisal Institute	Online General Appraiser Income Approach Part 2	online	TBA	30/27 QE CE
Appraisal Institute	Online General Appraiser Report Writing & Case Studies	online	TBA	30/28 QE CE
Appraisal Institute	Online General Appraiser Sales Comparison Approach	online	TBA	30/27 QE CE
Appraisal Institute	Online General Appraiser Site Valuation & Cost Approach	online	TBA	30/28 QE CE
Appraisal Institute	Online Introduction to Green Buildings: Principles & Concepts	online	TBA	8/7CE
Appraisal Institute	Online Rates and Ratios: Making sense of GIMs, OARs, and DCF	online	TBA	7CE
Appraisal Institute	Online Real Estate Finance, Statistics, and Valuation Modeling	online	TBA	15/14QE CE
Appraisal Institute	Online REO Appraisal	online	TBA	7CE
Appraisal Institute	Online Residential Market Analysis and Highest & Best Use	online	TBA	15/14 QE CE
Appraisal Institute	Online Residential Report Writing & Case Studies	online	TBA	15/14 QE CE
Appraisal Institute	Online Residential Sales Comparison & Income Approach	online	TBA	30/28 QE CE
Appraisal Institute	Online Residential Site Valuation & Cost Approach	online	TBA	15/14 QE CE
Appraisal Institute	Online Reviewing Residential Appraisals&Using Fannie Mae Form 2000	online	TBA	7CE
Appraisal Institute	Online Small Hotel / Motel Valuation	online	TBA	7 CE
Appraisal Institute	Online Subdivision Valuation	online	TBA	7CE
Appraisal Institute	Online Supervising Appraisal Trainees	online	TBA	4CE
Appraisal Institute	Online The Discounted Cash Flow Model	online	TBA	7CE
Appraisal Institute	Online Using Your HP12C Financial Calculator	online	TBA	7CE
Appraisal Institute	Quantitative Analysis	classroom	TBA	33/30 QE CE
Appraisal Institute	Real Estate Finance, Statistics, & Valuation Modeling	classroom	TBA	15/14 QE CE
Appraisal Institute	Residential & Commercial Valuation of Solar	classroom	TBA	15/14 QE CE
Appraisal Institute	Residential Applications: Using Technology to Measure ...	classroom	TBA	7CE
Appraisal Institute	Residential Market Analysis and Highest & Best Use	classroom	TBA	15/14 QE CE

Appraisal Institute	Residential Report Writing & Case Studies	classroom	TBA	15/14 QE CE
Appraisal Institute	Residential Sales Comparison & Income Approaches	classroom	TBA	30/28 QE CE
Appraisal Institute	Residential Site Valuation & Cost Approach	classroom	TBA	15/14 QE CE
Appraisal Institute	Review Theory – General	classroom	TBA	33/30 CE
Appraisal Institute	Review Theory: Residential	classroom	TBA	17/15 CE
Appraisal Institute	The Appraiser as an Expert Witness: Preparation & Testimony	classroom	TBA	16/15 CE
Appraisal Institute	Valuation in Challenging Markets	classroom	TBA	30/28 CE
Appraisal Institute	Valuation of Conservation Easements	classroom	TBA	33/31 CE
ASFMRA	7 Hour National USPAP	classroom	11/12/2013	7CE
Calypso CE	A Brief Historic Stroll through America's Architecture for Appraisers	online	TBA	7CE
Calypso CE	Environmental Hazards Impact On Value	online	TBA	7CE
Calypso CE	FHA Site Inspection for Appraiser	online	TBA	7CE
Calypso CE	Mold A Growing Concern	online	TBA	3CE
Calypso CE	Victorian Era Architecture for Real Estate Professionals	online	TBA	3CE
DE Assoc. Appraisers, Inc.	The Economic Foundations of Appraising	classroom	12/10/2013	3CE
Appraisal Institute	DelDot Regional Transportation Update	classroom	11/12/2013	2CE
Dynasty School	Real Estate Appraisal - Principles and Procedures	online	TBA	60QE
Polley Associates	Residential Appraisal Review	classroom	3/7/2013	5CE
Polley Associates	Residential Reporting. Hitting All of the Bases	classroom	1/30/2013	7CE
Polley Associates	2011- 2013 The National USPAP Update Course	classroom	4/18/2013	7CE
Polley Associates	Foreclosure Basics for Appraisers	online	6/20/2013	7CE
David Wilk	Place-Making Economic Development Strategies & Corp. Real Estate	classroom	12/6/2013	3CE
MD Assoc. Appraisers, Inc.	Appraising Complex Commercial, Industrial, and Development Prop.	classroom	12/11/13 etc.	7CE
McKissock	UAD - Up Close and Personal	classroom	TBA	3CE
McKissock	Analyze This! Applications of Appraisal Analysis	classroom	TBA	4CE
McKissock	Reviewers Checklist (7)	Classroom	TBA	7CE
McKissock	Delaware Appraisal Laws & Regulations	Classroom	TBA	3CE
McKissock	Deriving and Supporting Adjustments	Classroom	TBA	7CE
McKissock	Disciplinary Cases - What NOT to do	Classroom	TBA	7CE
McKissock	FHA for Today's Appraiser	Classroom	TBA	7CE
McKissock	Intro to Complex Appraisal Assignments	Classroom	TBA	7CE
McKissock	Introduction to Expert Witness Testimony	Classroom	TBA	7CE
McKissock	Introduction to Regression Analysis for Appraisers	Classroom	TBA	4CE
McKissock	Land and Site Valuation	Classroom	TBA	5CE

McKissock	National USPAP Update (2012-2013)	Classroom	TBA	7CE
McKissock	National USPAP Update Equivalent (2012-2013)	Classroom	TBA	7CE
McKissock	Relocation Appraising: New ERC Summary Appraisal Report	Classroom	TBA	7CE
McKissock	Systems Built Housing: Advances in Housing for the New Millennium	Classroom	TBA	7CE
McKissock	The Green Guide to Appraising	Classroom	TBA	7CE
McKissock	2-4 Family Finesse	Online	TBA	7CE
McKissock	Ad Valorem Tax Consultation	Online	TBA	2CE
McKissock	Appraisal Applications of Regression Analysis	Online	TBA	7CE
McKissock	Appraising and Analyzing Retail Shopping Centers for Mortgage Underwriting	Online	TBA	7CE
McKissock	Appraising FHA Today	Online	TBA	7CE
McKissock	Appraising Manufactured Homes	Online	TBA	7CE
McKissock	Construction Details and Trends	Online	TBA	7CE
McKissock	The Cost Approach	Online	TBA	7CE
McKissock	Delaware Laws and Regulations for Appraisers	Online	TBA	3CE
McKissock	Environmental Issues for Appraisers	Online	TBA	5CE
McKissock	Essential Elements of Disclosures and Disclaimers	Online	TBA	5CE
McKissock	Even Odder - More Oddball Appraisals (with Audio and Video)	Online	TBA	7CE
McKissock	How to Analyze & Value Income Properties	Online	TBA	6CE
McKissock	Introduction to Legal Descriptions	Online	TBA	2CE
McKissock	Introduction to the Uniform Appraisal Dataset	Online	TBA	2CE
McKissock	Land and Site Valuation	Online	TBA	7CE
McKissock	Live Webinar: Delaware Appraisal Laws and Regulations	Online	TBA	3CE
McKissock	Live Webinar: Deriving and Supporting Adjustments	Online	TBA	3CE
McKissock	Live Webinar: Disciplinary Cases: What Not to Do	Online	TBA	7CE
McKissock	Live Webinar: FHA for Today's Appraiser	Online	TBA	7CE
McKissock	Live Webinar: HUD REO Live Appraisal Update Course (Private Session - Dartmouth)	Online	TBA	7CE
McKissock	Live Webinar: Intro to Regression Analysis for Appraisers	Online	TBA	4CE
McKissock	Live Webinar: Intro to Residential Green Building for Appraisers	Online	TBA	4CE
McKissock	Live Webinar: Introduction to Complex Appraisal Assignments	Online	TBA	5CE
McKissock	Live Webinar: Land and Site Valuation	Online	TBA	5CE
McKissock	Live Webinar: REO & Short Sales Appraisal Guidelines	Online	TBA	4CE
McKissock	Live Webinar: Residential Appraisal Review	Online	TBA	7CE
McKissock	Live Webinar: Understanding the Uniform Appraisal Dataset	Online	TBA	3CE
McKissock	Modern Green Building Concepts	Online	TBA	6CE

McKissock	Mold, Pollution and the Appraiser	Online	TBA	2CE
McKissock	Mortgage Fraud Protect Yourself	Online	TBA	7CE
McKissock	Relocation Appraisal and the New ERC Form	Online	TBA	6CE
McKissock	REO and Foreclosures	Online	TBA	5CE
McKissock	Residential Appraisal Review	Online	TBA	7CE
McKissock	Residential Report Writing: More Than Forms	Online	TBA	7CE
McKissock	Risky Business: Ways to Minimize Your Liability (with Audio and Video)	Online	TBA	5CE
McKissock	The Dirty Dozen	Online	TBA	3CE
McKissock	The Nuts and Bolts of Green Building for Appraisers (with Audio and Video)	Online	TBA	3CE
McKissock	Advanced Residential Applications and Case Studies	Online	TBA	15QE
McKissock	Appraisal Subject Matter Electives	Online	TBA	20QE
McKissock	Basic Appraisal Principles	Online	TBA	30QE
McKissock	Basic Appraisal Procedures	Online	TBA	30QE
McKissock	Commercial Appraisal Review - Subject Matter Elective	Online	TBA	15QE
McKissock	Expert Witness for Commercial Appraisers - Subject Matter Electives	Online	TBA	15QE
McKissock	General Appraiser Income Approach	Online	TBA	60QE
McKissock	General Appraiser Market Analysis Highest and Best Use	Online	TBA	30QE
McKissock	General Appraiser Sales Comparison Approach	Online	TBA	30QE
McKissock	General Appraiser Site Valuation and Cost Approach	Online	TBA	30QE
McKissock	Residential Market Analysis and Highest & Best Use	Online	TBA	15QE
McKissock	Residential Report Writing and Case Studies	Online	TBA	15QE
McKissock	Residential Sales Comparison and Income Approaches	Online	TBA	30QE
McKissock	Residential Site Valuation and Cost Approach	Online	TBA	15QE
McKissock	Statistics, Modeling and Finance	Online	TBA	15QE
McKissock	adding a new instructor to already approved webinar courses:			
	Instructor to be added: Robert McClelland			
added to:	Introduction to Complex Appraisal Assignments – Live Webinar	Online		5CE
	Deriving and Supporting Adjustments – Live Webinar	Online		3CE